

## **FORM PROCESSING**

**8105**

(April 2010)

[\(See CAL FIRE Intranet Library – Forms\)](#)

Forms designed for Command/ Coordination Center operations help employees collect pertinent information, take appropriate action, document the action taken, and document proper notifications.

Electronic forms help ensure that the most recent versions of commonly used forms are available. Electronic versions are strongly preferred. Where hard-copy forms are necessary, steps must be taken to ensure that old, out of date forms are purged from the supply stocks unless direction is given to deplete the hard-copy supply.

The Command / Coordination Center Chief is responsible for ensuring that the most current forms are used.

Forms relating to the 8100 handbook can be found in the 8100 Handbook Exhibits and in the CAL FIRE Intranet Library

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[\(Forms and Form Samples\)](#)